

FOR CANCELLATIONS ONLY,  
CALL

(516) 797 - 4198

# January 2020 Computer Workshops

| Monday                                                                                                                                                                                                                                                                                                                                                                                                       | Tuesday                                                                                                                                           | Wednesday                                                                                                              | Thursday                                                        | Friday                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                   | 1<br><b>Both offices closed</b><br> | 2<br><i>Beginning Word</i><br><b>Hicksville, 9:30-1:30 DD</b>   | 3                                                                                                                                                                |
| 6                                                                                                                                                                                                                                                                                                                                                                                                            | 7                                                                                                                                                 | 8<br><i>Basic Computer</i><br><b>Massapequa, 9:30-12:30 JGP</b>                                                        | 9                                                               | 10                                                                                                                                                               |
| 13                                                                                                                                                                                                                                                                                                                                                                                                           | 14<br><i>Mastering LinkedIn Part 2</i><br><b>Hicksville, 9:30-12:30 KR</b><br><i>Mastering LinkedIn Part 1</i><br><b>Hicksville, 1:00-4:00 KR</b> | 15                                                                                                                     | 16<br><i>Beginning Excel</i><br><b>Massapequa, 9:30-1:30 DD</b> | 17                                                                                                                                                               |
| 20<br><b>Both offices closed</b><br>                                                                                                                                                                                                                                                                                      | 21<br><i>PowerPoint</i><br><b>Massapequa, 9:30-1:30 DD</b>                                                                                        | 22<br><i>Introduction to QuickBooks</i><br><b>Massapequa, 9:30-1:30 DD</b>                                             | 23                                                              | 24                                                                                                                                                               |
| 27                                                                                                                                                                                                                                                                                                                                                                                                           | 28                                                                                                                                                | 29                                                                                                                     | 30                                                              | 31                                                                                                                                                               |
| <b>Workshop Policy:</b> Workshops will begin on time; therefore if you are more than 15 minutes late for a workshop you may be refused entry to that workshop. Please cancel if you are unable to attend. If you do not show you will need to meet with a counselor before taking any future workshops. Some workshops require the completion of prerequisites prior to enrollment. Please check with staff. |                                                                                                                                                   | Visit us at: <a href="http://www.thewp.org">www.thewp.org</a><br>December 17, 2019                                     |                                                                 | <b>Hicksville Career Center</b><br>301 W. Old Country Rd<br>Hicksville, NY 11801<br><b>Massapequa Career Center</b><br>977 Hicksville Rd<br>Massapequa, NY 11758 |